



Hopelands Preparatory School  
38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## Safety, Health and Environment (SHE)

# COVID-19 RISK ASSESSMENT PROCESS FOR HOPELANDS SCHOOL



# COVID-19 Risk Assessment for Hopelands School

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**Agreed: S Bradburn, 7th July 2020**

**Shared with governors, staff and parents: 7<sup>th</sup> July 2020**

**Date reviewed: 15<sup>th</sup> March 2022, Next review Date: 25<sup>th</sup> April 2022**

## Background:

The government continues to remove the remaining domestic restrictions in England. Anyone at greater risk from Covid-19 is no longer advised to stay at home (shield), however, there are still steps we can all take to reduce the risk of catching and spreading the virus including getting vaccinated, letting fresh air in, considering wearing a face covering and getting tested if you have symptoms and staying at home if positive.

Children without health conditions continue to be at extremely low risk of becoming seriously ill from the virus. All children who are at greater risk due to certain health conditions can get a first and second dose of the Covid-19 vaccine.

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

## ASSESS

Decide appropriate control measures for all school staff to implement under a 'Plan', 'Do', 'Review' cycle.

**Who may be at risk:** Employees, pupils, families (parents, carers and siblings), visitors, contractors, members of public.

**Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees and those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
<b>Prepare Building</b>	<b>Prepare Employees and Parents and pupils</b>	<b>Control Access</b>	<b>Implementing Social Distancing</b>	<b>Implement Infection Control Measures</b>	<b>Communicate and Review Arrangements</b>
<ul style="list-style-type: none"><li>COVID-19 posters/signage displayed (packs provided by GCC).</li></ul>	<ul style="list-style-type: none"><li>Involve employees in plans to return to school and listen to any suggestions on</li></ul>	<ul style="list-style-type: none"><li>Entry points to school controlled through buzzer</li></ul>	<ul style="list-style-type: none"><li>Members of staff are on duty at breaks to ensure compliance with</li></ul>	<ul style="list-style-type: none"><li>Sufficient handwashing facilities are available.</li></ul>	<ul style="list-style-type: none"><li>Consultation with employees and trades union Safety</li></ul>

<ul style="list-style-type: none"> <li>Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.</li> <li>Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.</li> <li>Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this.</li> </ul>	<p>preventative measures that can be taken.</p> <ul style="list-style-type: none"> <li>Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and additional protective requirements discussed.</li> <li>Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity.</li> <li>Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).</li> <li>Review EHCPs where required.</li> <li>Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, can now attend school in line with latest gov guidance from DFE.</li> <li>Employees isolating at home (if required) manage online work if needed.</li> </ul>	<p>(including deliveries).</p> <ul style="list-style-type: none"> <li>Hand sanitising stations provided at all entrances and throughout premises.</li> <li>Staff on duty outside school to monitor protection measures/hand washing.</li> </ul>	<p>rules (hand hygiene).</p>	<ul style="list-style-type: none"> <li>Handwashing is the number 1 most effective way of limiting the transfer of Covid-19. Therefore frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing.</li> <li>Staff help is available for pupils who have trouble cleaning their hands independently.</li> <li>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>Bins for tissues provided and are emptied daily.</li> <li>Spaces well ventilated using natural ventilation (opening windows).</li> </ul>	<p>Reps on risk assessments.</p> <ul style="list-style-type: none"> <li>Risk assessment published on school intranet and website.</li> <li>Nominated employees tasked to monitoring protection measures.</li> <li>Employees encourage to report any non compliance.</li> <li>The effectiveness of prevention measures will be monitored by school leaders.</li> <li>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Attending school will be for all year groups.</li> <li>• If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher.</li> <li>• Reviewing timetables to decide which lessons or activities will be delivered on what days.</li> <li>• Identify and plan lessons that could take place outdoors.</li> <li>• Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website).</li> <li>• Parents and pupils encouraged to walk or cycle where possible.</li> <li>• Regular briefing to pupils on school rules and measures with reminders before leaving rooms.</li> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> </ul>			<ul style="list-style-type: none"> <li>• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> <li>• Procedures in line with DfE guidance and PHE advice should someone become unwell whilst attending school.</li> <li>• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> </ul> <p>NOTE: Face coverings do not have to be worn.</p> <p>Exception: Visitors to wear a face covering for school tours.</p> <p>Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> <li>• washing hands or using hand</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Regular staff briefings.</li> <li>• Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> <li>• Communication with others (e.g. extended school provision, peripatetic music, regular visitors, etc.)</li> </ul>			<p>sanitiser, before and after treating injured person;</p> <ul style="list-style-type: none"> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>• dispose of all waste safely.</li> </ul> <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	
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